

Council on Aging Board Meeting Minutes of March 12, 2003

In Attendance:

Chairman Paul Keegan, Vice-chairman Helene Tanenholtz, Board members Al Crommett, Betty Chamberlin, Tim Swiss and Secretary John Concordia. Director Sharon Yager and Dorothy Lake (representing the Shrews.Comm.Part.\Children) were also present. Board member Lillian Goodman was excused.

1. Chairman's Comments:

The Chairman opened the meeting promptly at 10am. The February meeting minutes were reviewed and accepted. He indicated that his comments would be covered under other agenda items.

2. Director's Comments:

Sharon reported that the survey response has been very good with about 250 returns in to date. An intern assisting is organizing the data.

Sharon also reported that she and Vicky have been working over the mailing list for the newsletter using information learned from their attendance at the ACCESS software training session last month. She is hopeful that the April mailing will be more accurate and complete.

3. Liaison Reports:

Central MA Agency on Aging: No report

Friends of the SCC, Inc.: Tim Swiss reported that he had attended the last meeting; he indicated that Newsletter issues continue to be paramount. Backlog funding is available for just one month's mailing. Steps are being taken to assure renewals by present advertisers—Elaine Kelly is coordinating this effort. More volunteer sales efforts are also under way. The "May Madness Calendar" fundraiser is moving along well.

Shrews.Comm.Part./Children: No report

Elder Home Care Services of Worc.Inc. Meeting schedule changed to every other month.

4. Old Business:

Age Center/Nutrition Program: Paul, Sharon and Bob Cox met with Bill Cutler to review the town's facility contract. The site manager personnel problem continues with Mr. Cutler unable/unwilling to make any changes we recommended. Negotiations continue as we look for other options to continue this important program.

Transportation: At a meeting held with Gail Heald. Sharon indicated that we expect to exceed the budget by about \$ 3100. The town manager is aware of the situation.

Policy & Procedures: The town manager has reviewed the document; a clarification was made to the "shutdown" policy.

Strategic Planning: Sharon indicated that she has selected 3 top issues for her course work: Staff Volunteers, Friends organization, and the meal site. The board will be considering these when developing the next 5-year plan.

Tax Relief Program: funding will be extended to \$7500 for the year, which will allow 15 slots to be available.

Volunteer Banquet: the board selected a pen in a gold paper box for the volunteers this year and decided that an ice cream social would be appropriate within our budget.

5. New Business:

Formula Grant: this year grant will be \$3.75/senior and the 2000 census count of 5600 seniors will be used in calculating the total. This will result in a reduction in hours for the outreach worker and the volunteer coordinator. Sharon met with the town manager on the budget and was asked to do some creative funding to underwrite the volunteer coordinator position.

Health Fair: Discussions were held regarding a "Theme" for the event. It was decided to forego the tent this year also.

Respectfully submitted,

John Concordia, Secretary